



## **SOLAR PANELS**

### **Drawing Requirements for Building Permit Application**

1. Site Drawing displaying:
  - a. Building layout on property
  - b. Indicate the building and location on the building that solar panels will be installed
  - c. Show location and height of hydro lines
2. Construction Drawings
  - a. Racking system drawing from installer
  - b. Racking system connection to building
2. Structural Engineers Reports
  - a. Roof system (trusses etc.)
  - b. Racking system connection to building
3. Fully completed application form
4. Commitment to General Reviews by Architect and Engineers

**Note: One set of construction drawings are required if not submitting electronically.**

Electronic submissions are to be made in a Portable Document Format (PDF). Plans, specifications, documents, and other information are to be legible when printed to scale. Drawings to be a maximum size of 11" x 17" and shall be complete, fully dimensioned and to scale.

PDF submissions shall have layers unlocked to permit mark-ups and additional notes by the Chief Building Official or designate.

### **Where to apply for building permit**

All Building permit applications along with supporting documents may be submitted by email to [djones@wellington-north.com](mailto:djones@wellington-north.com). If you do not have access to a method of emailing building permit applications, there is a drop box at the Municipal Office at 7490 Sideroad 7 W, Kenilworth, ON.

**Office Hours:**  
Monday to Friday  
8:30 a.m. – 4:30 p.m.

**Any Questions?**  
Phone: 519-848-3620, Ext. 5  
Web: [www.wellington-north.com](http://www.wellington-north.com)

### **Cost of building permit**

Refer to Fees & Charges: Various Services By-Law, Schedule "B" for most recent fees. We accept cheque, cash, debit or electronic transfer to [accounting@wellington-north.com](mailto:accounting@wellington-north.com) as methods of payment. This includes the review of drawings, the building permit and building inspections.

## **Processing Time Line**

Once a **complete** permit application is received, the permit will be reviewed within a maximum of 10 business days.

## **Required Building Inspections**

Building inspections are booked a minimum of 24 hours in advance, by calling (519) 848-3620, Extension 5. YOU MUST QUOTE YOUR PERMIT NUMBER TO BOOK THE INSPECTION.

Required inspections may include:

- Final Building inspection – Completion of the project.

## **Additional Reference Material**

- Planning Your Project
- Building Permit By-Law 046-21
- Zoning By-Law 66-01
- Wellington County Mapping
- Building Permit Application